Haselworth Primary School

Stone Lane, Gosport, Hampshire, PO12 1SQ Tel 023 92583657

Email: admin@haselworth.hants.sch.uk Website: www.haselworth.hants.sch.uk

Headteacher: Mrs N. Jones BA Ed (Hons) NPQH Chair of Governors: Dr C. Roast School Business Manager: Mrs M. Leask

3rd March 2021

Dear Parents and Carers,

As a staff, we are delighted at the prospect of welcoming all the children back to school in March. If you have any concerns please contact the school to discuss them. We are here to support you and your family. The school will be operating under strict control measures which was also the case in the Autumn term.

All risk assessments are regularly reviewed in reference to the current guidance and these can be found in the Covid Information Hub in the Parent's menu of the webpage. The information below is similar to that from September so you will be familiar with many aspects.

Grouping the children

The children will be grouped in 'bubbles' which we as a school shall be calling 'nests' as this ties in with the school logo and class names. As we are a small school with mixed age classes we will have three main 'nests' with allocated staffing in order to manage school start and finish times, break times and lunchtimes.

Lunch and break times will be staggered and each class will be allocated an outside space. All learning will take place in classes only and there will be no mixing of children during the school day.

Therefore:

- The Reception nest will be in the reception classroom (Cygnets).
- Lower School nest will comprise of the year 1/2 class (Peacocks) and the year 2/3 class (Woodpeckers).
- Upper School nest will comprise of year 4/5 (Eagles) and the year 5/6 class (Merlins).

Lunch

Children will be able to order a lunch in school or they can bring in their own packed lunch. Lunch boxes are permitted.

Snacks

Until further notice, if your child requires a snack at break time it must be sent in from home in a clearly labelled disposable bag/container. Snacks will not be available to purchase. Fruit will be available through a government scheme for children in reception, year 1 and year 2 children.

Wraparound Care

This Lower School and Upper School 'nests' structure will also apply to Ladybirds and Breakfast Club. However, Ladybird's will only operate if it is financially viable and only to pupils in years 1-6. This is under constant review. A ParentMail has already been sent outlining the government guidance on how and when wraparound care can be utilised by parents. Please contact the Admin Team if you have any further questions.

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Breakfast Club

- Breakfast Club will resume on the 15th March 2021.
- Children will have to be booked in to Breakfast Club in advance.
- The gate will open at 7.45am and close at 8am. The site gates will then be locked.
- Children entering the school site must be supervised (from the gate) by a parent and the children must not be left unattended at the gate.
- Breakfast Club will take place in the child's own class until further notice.

Ladybirds – if in operation

- The entrance and exit gate for Ladybirds will be the large playground gate near to main school entrance on Mayfield Road.
- When collecting your child you must maintain social distancing and leave the site quickly.
- Ladybirds will take place in the hall and each class will be together and socially distanced from other classes.
- Screens will create a partition down the hall to separate Lower School and Upper School.
- The exit for Ladybirds will be the hall door.

Health & Safety Measures

The school has worked carefully through the all of the guidance to create a comprehensive action plan and risk assessment.

The main measures that the school will take will be to:

Prevention:

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

In specific circumstances:

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

Response to any infection

- Promote and engage with the NHS Test and Trace process.
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice

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Attendance

We are very aware that some of you are anxious about your children returning to school and this is understandable. The government has said that school attendance is compulsory from March 8th 2021 and if you are feeling concerned about your child's return then we would like to work with you on this and support a positive return to school.

If your child is absent please contact the school ASAP with the reason. The school will contact you to provide a valid reason for your child's absence if they do not arrive at school and we have not heard from you.

Medical Information

Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

They must immediately not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm.

If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), school will:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise parents to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

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The school will not be giving Calpol to children at this time. Prescribed medications will continue to be administered. Please contact the Admin Team to complete a Medicine Administration form. Please ensure your child has an asthma inhaler in school which is in date. The Admin Team regularly check medication for expiry dates and asthma plans.

Drop off and collection

Part of the management of risk for schools, is the organisation of children coming onto the site and off the site at the beginning and end of the school day. This includes parents waiting outside the school, who should be socially distancing and wearing a face covering (unless exempt). Please do not pass the orange barrier if you are waiting at the Stone Lane entrance.

ALL parents must follow the procedures stated below and keep to the timings and move off the site quickly.

	Gate Opens/Closes	Finish	Entrance/Exit	School Entry/Exit Point
Cygnets	8.30am/8.40am	2.40pm	Top Gate	Enter/Exit Reception Class' external door
Peacocks	8.30am/8.40am	2.50pm	Top Gate	Enter/Exit via the main children's entrance
Woodpeckers	8.30am/8.40am	3pm	Top Gate	Enter/Exit via the main children's entrance
Eagles	8.45am/8.55am	2.50pm	Bottom Playground	Enter/Exit via the hall
Merlins	8.45am/8.55am	3.00pm	Bottom Playground	Enter/Exit via the hall

- Siblings must be dropped off at the youngest child's start time at the youngest child's gate. Siblings must be collected at the oldest child's collection time and at the oldest child's gate unless otherwise previously agreed with the school.

- Under no circumstances should you arrive early or late. Only one adult will be permitted to arrive with your child if necessary. Parents will not be allowed to come into the playground. Your child will enter the school site whilst being supervised by a member of staff

- WE MUST MINIMISE ADULT TO ADULT CONTACT. If you are dropping your child off at school, please do not come closer than 2 metres to the teacher or ANY member of staff. Masks must be worn by parents unless medically exempt.

- Any conversations with the teacher will need to take place by telephone, Seesaw or admin office email after the school day has finished. The response time may be longer than normal due to teaching commitments.

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- Morning messages can be given to the staff member who is manning the entrance gate. You will not be able to stop and have a chat with staff although we do love talking to you normally.

- We encourage all parents to walk or cycle to school where possible. Information and rules regarding cycle safety can be found at https://www.think.gov.uk/cycle-safety/.

- Your child MUST WEAR a helmet and no one should be cycling onto the school site. Please dismount at the school gates and walk in.

- Please follow the government advice for using public transport if required.

School Uniform

Children should be dressed in the correct, clean school uniform at all times or appropriate PE kit when needed.

Trainers or training style shoes, boots of any colour, backless or open shoes, or shoes with platforms or high heels are not appropriate for school. Leisure wear including hair accessories and novelty head bands are also not acceptable. Hair should be of one natural colour and long hair should be tied back. Parents will be contacted if the uniform does not meet the expected standard.

In order to keep the school ventilated the doors and windows will be open. Please ensure your child has a cardigan or jumper with them at all times.

Other belongings including face coverings

Children must not bring in personal belongings including toys. Children can bring in their coat, bag, snack, lunch box, water bottle and reading book. All belongings are stored in individual lockers. Children must come to school in appropriate PE kit on the day of their PE lessons. The class will be reminded which day by their teacher.

If mobile phones are brought into school, they must be provided with a small bag to put them in to reduce the risk of cross contamination when stored.

Face coverings for children, whilst on site, are not required as recommended by Public Health England. Your child will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them. Your child will then place the mask in their locker to be stored until home time. If they require help to put then mask on parents can assist them once they are off the site.

Remote Learning

Please can all remote learning that has been completed in the Remote Learning Books issued by the school, personal remote learning files or books or even pieces of paper with remote learning on all be collected together and returned to school 8th March. This includes any work that has been posted on Seesaw if you still

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have it. It will be quarantined for 72 hours and then teachers will review it. This will support all staff with planning and assessment for future learning.

Remote learning will still be in operation for any child that is absent due to Covid 19.

Returning devices

If your family has borrowed a device from school, please return them on March 8th to the office. They will then be quarantined and serviced before pupils begin using them again in school.

Engaging with the school

- The school office reception area will be closed to all parents and carers unless you have a prearranged appointment. The school office staff will be able to communicate with all parents and other stakeholders by telephone and/or email.
- Please do not attempt to enter the school building (or site other than for dropping off or collecting your child) as you will politely be asked to leave.
- Parents and carers will not be allowed to gather at the entrance gates or doors or anywhere on the school site.

We are very grateful for all of your support at this time.

Yours sincerely

Mrs N. Jones